

Z56
B99s
1900

A



UC SOUTHERN REGIONAL LIBRARY FACULTY

5

BYRNE'S
SIMPLIFIED
SHORTHAND.



859



THE LIBRARY
OF
THE UNIVERSITY
OF CALIFORNIA
LOS ANGELES

250
B. C. Murray
Denison, Texas

March 2, 1902.

K. O. MAYER
LAWYER
DALLAS, TEXAS

Digitized by the Internet Archive
in 2007 with funding from
Microsoft Corporation

Comparison of Graham Pitman Byrnes

chloroform			
chronicler			
chuckler			
circular			
clairvoyance			
clarify			
clarionet			
clear			
clearer			
clergy			
clerical			
clerk			
cloistral			
cobbler			
cockerel			
collar			
color			
colorableness			
Colorado			
coloration			
colorless			
colorlessness			
control			
controller			
Total Strokes	84	110	50

**SIMPLIFIED
SHORTHAND**

FOR

General and Verbatim Reporting.

REVISED EDITION

BY

Henry E. Byrne,

Tyler Literary, Normal, and Commercial College,

Tyler, Texas.

**BYRNE PUBLISHING CO.,
TYLER, TEXAS.**



COPYRIGHTED

1897,

BY HENRY E. BYRNE.

COPYRIGHTED

1900,

BY HENRY E. BYRNE.

ALL RIGHTS RESERVED.

B 99 s
1900

LIBRARY SETS

JAN 5 43

TUTTLE

PREFACE.

This book was not written to promulgate an entirely new system of short-hand. Pitman's Phonography, or modifications of the Pitman systems under the name of Munson, Graham, etc., and Eclectic short-hand, are now used by all the world's most eminent reporters. The author has, by combining the best principles of these great systems and introducing new ones, constructed a brief and simple system that has many advantages over other systems. This system has no shaded or long characters, no exceptions, no consonant positions, and but few word signs. The rules apply to all letters alike. The work is graded so that the student has nothing to unlearn. Vowels may be written on vowel positions, joined to each other, or joined to preceding consonants.

Great care has been taken in the production of this system of instructions to make it thorough, complete and concise, and render it as nearly a perfect self-instructor as possible.

THE AUTHOR.

452220

ALPHABET.

A /	B /	C) ^x	D (E	F \	G \
H \	I \	J \ ^x	K)	L \	M —	N)
O \	P /	Q (^x	R O	S ^x	T /	U \ ^x
V \	W \	X \	Y \	Z / ^x		

CONTRACTED OUTLINES.

a the I O! or oh you sh. *l*
 ch *d* wh *d* th *v* sk *p* sq *c* sp *p* sw *o*
 dw *o* tw *o* little before have if
 and take of give
 /

VOWEL POSITIONS.

A	au aw	ha	ba	may
E		he	be	me
I	oi	hi	bi	mi
O	ou ow	ho	bo	mo
U	oo	hu	bu	fu

NOTE:—In the above “Contracted Outlines” sq and sp should be transposed.

Alphabet.

Begin at the bottom all letters that have a cross mark over them. C is used only in writing initials of proper names. K is used for hard C, and S for soft C.

To indicate a capital that is struck upward, begin the letter with a dot. Capitals are not used except in writing initials.

Practice the alphabet carefully until you have it thoroughly memorized and can write it two or three times per minute.

Contracted Outlines.

Notice that a, the, i, o, you, little, before, have, take, and give, are written on positions, and the others have no position and may be written on any position or joined to a preceding character, thus enabling you to write a number of words without lifting the pencil. Join all words beginning with a vowel to a preceding word when they will join easily.

Vowel Positions.

You will see from the illustration given, that the position of the letter tells you the first vowel in the word; as in ha the letter H is placed on the A position, giving the sound of H and A, or, HA; and the H placed on the E position gives the sound of H and E, or, HE, etc. Outside of the five main vowel positions, A, E, I, O, U, we have the diphthongs, or double vowels, AU, AW, OI, OU, OW, and OO.

The diphthong position is distinguished from the single vowel position by placing a dot by the side of the letter. The word how is written by placing H on O position and making a dot by the side of the H. This gives the OW sound instead of the O.

1
- - - - - 2 1 - (3 1 - - - - - 4) 1

1 5 1 - 7 . . . 6 1 1 . -

7 9) . . 8 . . 0 5 1 - 1 1

1 1 1 1 1 1 1 1 1 1

1 1 1 1 1 1 1 1 1 1

1 1 1 1 1 1 1 1 1 1

2
1 1 1 1 1 1 1 1 1 1

1 1 1 1 1 1 1 1 1 1

1 1 1 1 1 1 1 1 1 1

Lengthen V and Y and make all other letters minute, to add M, N, or L.

To add a second M, N, or L, make a dot on the end of a letter.

Drop all silent letters and make your outlines as short as possible.

The ditto mark is used for a period.

Writing Exercise No. 1.

1. The man came home.
2. See the man dive.
3. See me fan the man.
4. I came to see the foam on the sea.
5. See the lame man in the pen.
6. Come, if you can, and see the fun.
7. See, she can swim.
8. I spy a swan, little man.
9. Take me and have me lie down a little while in the sky before you go to see the film.
10. Take me and give me a little ball, if you have one.
11. The foeman saw the film fall in the flame.

Make a dot on the end of V and Y, make all linear characters half length, and make all surface characters half size to add T, D, or TH. Make a dot on the end of a character to add a second T, D, or Th, or TT, DD, TD, or DT.

Writing Exercise No. 2.

1. Ned fed the cat fat meat till she could not eat.
2. Nat met a rat in the road and fainted.
3. John got to be a good boy before he died.
4. He skated to the spot and voted.
5. You need not run, he stated.

The right side of vertical and oblique straight lines, the inside of curved lines, and the under side of m, are the natural sides, and the oposite sides are the unnatural.

3

1. 2) 10. 1 " 2) 10 "

4

1. 6 d 6 d

5

6

1. \rightarrow 10. δ^2 (2. p. 0.)

Shade any letter at the end to add R, and shade it full length to add S. If R and S come together, shade the letter, at the end to add R, and make a small circle on the natural side to add the S.

Writing Exercise No. 3.

1. See the girl cry for a ride on the train.
2. Try to free the poor man from the bear.
3. I see you are here for a while, are you worse?

A circle the size of R, is used on the natural side of a character ending to, add SH or CH.

Writing Exercise No. 4.

1. I paid the preacher cash for a bushel of peaches.
2. Can you catch a fish?
3. A dish of fresh fish is much better than a dish of fresh peaches.

A hook may be made on the unnatural side of a letter to add K, and a loop to add G.

All loops, hooks, and retracings, may be made minute to add M, N, or L, and half size to add T, D, or TH.

Writing Exercise No. 5.

1. Did you see the chick in the basket?
2. See the big duck on its back.
3. The big black dog dug a hole close to the pike.

A hook may be made on the natural side of a letter to add P, and a loop to add B.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

7

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

8

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

9

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

10

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Writing Exercise No. 6.

1. I have a hoop, a map, and a rope in the cab. 2. Dip up the soap with your cap. 3. Look! the baby has a bib on her lap.

A dot placed after a character adds, NG, ING, DING, or THING; a break in a word indicates NG, or ING.

Writing Exercise No. 7.

1. The flaming fire was roaring and popping and the smoke was rolling and winding in the air. 2. Pennington and his fighting dog caught the cunning fox.

A small circle on the unnatural side of a letter adds RY, or LY.

Writing Exercise No. 8.

It was necessary to have only one manly man.

A small circle used on the unnatural side of a letter at its beginning is RE.

Writing Exercise No. 9.

1. Did you receive the receipt from the reporter? 2. Remember, you refused to receive the money.

A character may be retraced on the natural side to add tion, sion, cian, sian, tious, cious, ceous, sious, tial, cial, etc. These retracings may be lengthened to add T, D, or TH, and diminished to add Y or LY.

The shorthand consists of a horizontal line with a curved stroke above it. Below the line is a small 'i' and a horizontal line with a small 'l' below it.

11

The shorthand consists of a horizontal line with a curved stroke above it. Below the line is a small 'f' and a horizontal line with a small 'x' below it.

12

The shorthand consists of a horizontal line with a curved stroke above it. Below the line is a small 'o' and a horizontal line with a small 'l' below it.

13

The shorthand consists of a horizontal line with a curved stroke above it. Below the line is a small 'l' and a horizontal line with a small 'k' below it.

Writing Exercise No. 10.

1. The marshal slapped the fashionable fellow that lives in a mansion.
2. You should use caution when you are at the station, especially when there is a train in motion.

A minute M is used on the end of a character for ment. Make a small cross after every abbreviation.

Writing Exercise No. 11.

1. His statement did not fayor public sentiment.
2. I wish to comment on the statement made by Mr. Bell of Mo. regarding Snow's Liniment.

To annex A, AN, THE, HE, I, TO, or YOU, to a word beginning with a vowel, or to a word sign that takes no position, place the vowel, or word sign, on the position on which the annex is written.

Writing Exercise No. 12.

1. He and I were in the boat.
2. Before I go all the way; I must give the man a peach and an apple.
3. If you have a house, sell it so as to raise the money you need.

When words are repeated, as by-and-by, day-by-day, etc., the word repeated and the conjunction or preposition may be added by a dash placed on the natural side of the first word.

Writing Exercise No. 13.

1. Day after day, the old man sat by the sea side and saw the waves roll over and over each other and the birds fly round and round above him.
2. The birds kept rising higher and higher.

~~Is a compound of~~

14

6 . 12 , " 20 " . 20 "

1.5

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

120° \angle α \angle β \angle γ \angle δ \angle ϵ \angle ζ

~~1. $\lim_{n \rightarrow \infty} (a_n) = (71)$.~~

$$0 < \left(\frac{1}{n} \left(\frac{1}{n} \cdot 0 \right) \right) \cdot \dots$$

5 80 100

Phrase all you can: Where two or more common words come together, phrase them, either by writing the first word on position and joining the initial letter of the next word to it, and the initial letter of the next word to this and so on, or by making a letter so as to represent the sounds of several words; as in, IF YOU WILL, put F on U position and make it minute for L, and you get the sounds F-U-L.

Writing Exercise No. 14.

Dear sir:—Yours of the 12th to hand. Can you be with us on or about the 20th? If you will bring Mr. Lane, it will be better. All of us are here at home and it is our aim to stay here till all of us are well.

List of Prefixes and Signs.

| Sign. | Prefix. | Sign. | Prefix |
|------------------------|---------|----------------------|--------|
| a—accom, accoun. | | ms—miscon. | |
| ad—adminis. | | n—noncom-con. | |
| am—ambi, amphi. | | om—omni-nip-nis-niv. | |
| —com, con, coun, cor. | | p—precon. | |
| sm—circum. | | q—quadra-ri-ru. | |
| k—concom, concor. | | r—recom-con-cog-cor. | |
| d—discom-con-coun. | | —cum-coun. | |
| ds—dissatis. | | sl—self, selfcon. | |
| e—equi, equiv. | | s—subcom, subcon. | |
| en—encom, encoun. | | st—substanc. | |
| enr—encour. | | sr—circum. | |
| g—govern. | | tr—trans, transcon. | |
| h—hypo, hypot. | | un—unac-com-count. | |
| in—inac. | | uns—undis. | |
| ins—indis, indus. | | u—uncom-con. | |
| i—incon, incom, incum. | | ur—unrecom-con. | |
| ir—irrecon-cog. | | us—unsatis. | |
| m—magnan-im. | | | |

Words having two or more syllables may be written by striking the initial letter of the last part of the word close to the preceding part.

~~1.61 1.61 1.61 1.61 1.61~~
~~0.01 0.1 1.1 1.1 1.1 1.1~~.
~~0.01 0.1 1.1 1.1 1.1 1.1~~.
~~0.1 1.1 1.1 1.1 1.1 1.1~~.
~~1.1 1.1 1.1 1.1 1.1 1.1~~.

Writing Exercise No. 15.

1. I took the responsibility of taking the committee out in a carriage to see the phonograph and the telegraph work.
2. Notice the simplicity of our catalogue, reading the dialogue on philosophy and physiology.
3. This diagram will show you the durability of our telephone and show you how we manage it.
4. If you had any accommodation about you, I would try to accommodate you.
5. I looked over the congregation and saw the administrator looking as though he wanted to administrate on the preacher and authorize him to compress his sermon so that it would not conflict with his dinner, which was to be complimentary to his undisputed self-love.
6. Can you discriminate between an irrecognizable, discontented man and an unrec inciled uncomplimentary woman?
7. Did you ever hear such words as transcontinental, quadrilateral, magnanimity, circumstantial, superanruation? No.
- Can you spell consternation, equiangular, hypocrisy, irrecognizable, amphibian, ambient?

Letters That May be Used as Word Signs.

F on a, e, i, o, u position.

G on a, e, i, o, u position.

I on a, e, i, o, u position.

J on a, e, i, o, u position.

K on a, e, i, o, u position.

O on a, e, i, o, u position.

T on a, e, u position.

U on a, e, i, o, u position.

V on a, e, i, o, u position.

X on a, e, i, o, u position.

When you find a word occuring often in your work, with a long outline you may adapt any one of the above letters as a sign for it.

UNIVERSITY OF CALIFORNIA LIBRARY
Los Angeles

This book is DUE on the last date stamped below.

JAN 18 1960

Form L9-25m-9, '47 (A5618) 444

UNIVERSITY of CALIFORNIA
AT
LOS ANGELES
LIBRARY

Z56

B99s Byrne -
1900 Simplified
shorthand

UC SOUTHERN REGIONAL LIBRARY FACILITY



A 000 564 879 5

JAN 1 8 1960

Z56
B99s
1900

